



and

Greater Beloit  
Chamber of Commerce

## Invite you to the **BELOIT LABOR LAW CLINIC!**

- June 8, 2005 (Wednesday)
- Beloit Inn

- 8:00 a.m. - 3:30 p.m.
- Beloit, WI

Here is what is on the program:

- 8:00 a.m. - Registration/Check-in
- 8:30 a.m. - *(sharp)* KICKOFF
- 8:45 a.m. - "Deciding Who Is Eligible for UI Benefits – Part 1" Gretchen Wendt
- 10:00 a.m. - *Break*
- 10:15 a.m. - "Deciding Who Is Eligible for UI Benefits – Part 2" Gretchen Wendt
- 11:45 a.m. - *Lunch*
- 12:30 p.m. - "How To Conduct A Labor Standards Self-Audit" Bob Anderson
- 1:45 p.m. - *Break*
- 2:00 p.m. - "Avoiding 'Loaded' Employment Application and Interview Questions" Georgina Taylor
- 3:15 p.m. - *Wrap-up, adjournment*

**Time?** Registration begins at 8:00 a.m. Program begins at 8:30 a.m. Lunch is at 11:45 a.m.

**What is the cost?** \$50 if a member of the Greater Beloit Chamber of Commerce; \$60 for non-members. Substitutions allowed. **PRICE INCLUDES:** Juice, coffee, and rolls upon arrival, refreshments at breaks, and lunch; handouts for all presentations on the agenda, plus other DWD handouts.

**Site?** Beloit Inn, 500 Pleasant Street, Beloit, WI 53511 (608) 362-5500

**Here is how to register:** Complete and return the form that appears below. Seating is limited, so early advance registration is recommended. No discounts allowed for multiple reservations, missed meals, etc. **Note: Last day for refunds or cancellations is June 1, 2005. Registrations not canceled by this date shall be subject to full payment of the registration fee.** Call (608) 365-8835 if you wish to confirm that your registration was received or to cancel. Please keep all of the above information for future reference and return only the reservation form below.

PLEASE RESERVE \_\_\_\_ SEATS at the Beloit Labor Law Clinic at \$50 each for a total of \$ \_\_\_\_\_.  
PLEASE RESERVE \_\_\_\_ SEATS at the Beloit Labor Law Clinic at \$60 each for a total of \$ \_\_\_\_\_.  
(Enclose full payment if paying by check or money order.) Make checks payable to: **Greater Beloit Chamber of Commerce**

Name(s) 1. \_\_\_\_\_ 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_

Company/firm Name \_\_\_\_\_

St. Address (P.O. Box) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

**TO REGISTER:** Mail this form to: Julie Carr, Greater Beloit Chamber of Commerce, 520 East Grand Ave., Beloit, WI 53511, OR, FAX to (608) 365-9345. **Choose only ONE reservation method.**

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## ***HERE IS WHAT WE'LL COVER!***

**8:45 a.m. DECIDING WHO IS ELIGIBLE FOR UI BENEFITS – Part 1** Provides an overview of the primary issues which can affect employee UI eligibility and employer liability. Among the topics discussed are discharges, quits, offers of work, work available, and how the terms “able to work” and “available for work” are defined by UI. This is an opportunity to ask, and get answers to, questions about how and why UI benefits are paid.

**10:15 a.m. DECIDING WHO IS ELIGIBLE FOR UI BENEFITS – Part 2** This is a continuation of Part 1 above.

**12:30 p.m. HOW TO CONDUCT A LABOR STANDARDS SELF-AUDIT** Explains how employers can conduct a “self-audit” to assess their current compliance with various state labor standards laws. Includes information about the Labor Standards Bureau’s wage claims process and audits, including potential penalties that can be assessed against employers. Other topics covered include an explanation of time and payroll record-keeping requirements of state law and suggestions as to how employers should document their fringe benefits, work rules and disciplinary action policies.

**2:00 p.m. AVOIDING “LOADED” EMPLOYMENT APPLICATION AND INTERVIEW QUESTIONS** When was the last time you took a good look at that application form you are using? What about interview questions? Are some of the questions discriminatory or interpreted as discriminatory? This session on “loaded” interview questions looks at how the Wisconsin Fair Employment Law applies to the recruitment process. Speakers also offer alternative questions to help avoid discrimination, while gathering the information needed to help choose the right candidate for the job.

## ***HERE ARE YOUR PRESENTERS!***

**GRETCHEN WENDT** has been with the Unemployment Insurance Division since 1993. She has worked as an adjudicator and is currently employed by the division as a Disputed Claims Analyst. In that capacity she helps develop the laws and policies for Unemployment Insurance, trains and evaluates adjudicators, provides technical assistance on more complex claims, acts as an expert witness in UI appeals hearings, and responds to inquiries from employers, claimants and the legislature. She is a 1992 graduate of the University of Wisconsin-Madison with a BA degree in Communication Arts - Radio, Television and Film.

**ROBERT ANDERSON** has been with the Department since 1975 and had been the state's labor standards audit and wage claim section chief since 1978. He also has been an equal rights field investigator for two years. Currently, he is the Director of the Labor Standards Bureau of the Equal Rights Division. He is a 1970 graduate of the University of Wisconsin-Oshkosh.

**GEORGINA TAYLOR** is the Bilingual Outreach and Education Coordinator for the Equal Rights Division. Until early October of 2004, Ms. Taylor was a Section Chief in the Equal Rights Division. She supervised a team of Equal Rights Officers in Madison, Menasha, and Eau Claire who investigate discrimination complaints and compliance with the state’s civil rights statutes. Ms. Taylor has worked for several state agencies since 1976. She was a Job Service Specialist, Migrant and Seasonal Farm-worker Monitor-Advocate, a Senior Personnel Specialist for the Wisconsin Departments of Employment Relations and Health and Social Services, and Civil Rights Office Director for the Department of Health and Social Services. A native of Argentina, Ms. Taylor taught Spanish and English as a second language before joining Wisconsin Civil Service.

## ***IS THIS YOUR FIRST CLINIC?***

**THIS DAY-LONG CLINIC** will include speakers from the Unemployment Insurance, Worker’s Compensation, and Equal Rights Divisions with detailed information and practical guidance to help employers avoid violating state laws and rules in the topic areas on the Clinic agenda. This educational program contains information that will help employers prepare for state agency hearings and other administrative proceedings, if they become necessary. There will be ample opportunities to ask questions of the presenters, all of who are experts in the laws and programs of which they speak.

**THE WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT** does not discriminate on the basis of disability in the provision of services or in employment. If you need assistance in using this service, please contact us. Deaf, hearing- or speech-impaired callers may reach us through the Wis. Telecommunication Relay System (WisTRS).

A schedule of **future labor law clinics** can be viewed on the Department of Workforce Development website at:

**<http://dwd.wisconsin.gov/laborlaw/>**  
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